



Missouri Department of Transportation

Summary of Benefits of Salaried Employees

Program	Benefit
Salary	<p>Each full-time salaried job is assigned a salary grade consisting of a minimum salary, a series of salary steps, and a maximum salary. Beginning salaries are based on education, training, and experience related to the position. Employees are considered for a performance increase each year, if:</p> <ul style="list-style-type: none"> a. funding is available, and b. their job performance warrants an increase, and c. employee meets service criteria <p>until they reach the maximum salary for that position. Additional market rate adjustments may also be provided depending on the availability of funds. These salary increases may be provided annually, generally effective July 1.</p>
Overtime	<p>Many of the department's jobs, including some professional level positions, are paid overtime and/or earn compensatory credit at either a straight time or time and one-half rate.</p>
Annual Leave	<p>Annual leave can be transferred from other Missouri state agencies if transferred within 30 days after terminating from the payroll of the other agency. Annual leave is earned and accumulated at variable rates based on length of service.</p> <p>The rates of earning annual leave and maximum accumulation for full-time salaried employees are:</p> <ul style="list-style-type: none"> a. Less than 10 years creditable service: Annual leave is earned at the rate of one and one-fourth days (10 hours) per month (15 workdays per year) and may be accumulated not to exceed 30 workdays. b. 10-15 years creditable service: Annual leave is earned at the rate of one and one-half days (12 hours) per month (18 workdays per year) and may be accumulated not to exceed 36 workdays. c. 15+ years creditable service: Annual leave is earned at the rate of one and three-fourth days (14 hours) per month (21 workdays per year) and may be accumulated not to exceed 42 workdays.
Sick Leave	<p>Sick leave may be restored or transferred into the department in an unlimited amount by individuals previously employed by the department or other Missouri state agencies if they assume employment within five years after terminating from the payroll of the department or other agency. Full-time salaried employees earn sick leave at the rate of one and one-fourth days (10 hours) per month. Employees are allowed to accumulate unlimited sick leave. Unused sick leave balances at the time of retirement should be converted to creditable service for computing a retirement annuity.</p>
Holidays	<p>Full-time salaried employees receive 12 paid holidays per year.</p>
Medical Insurance	<p>The Missouri Department of Transportation has a self-insured medical plan that is governed by a board of trustees, which is made up of employees and retirees from both MoDOT and the Highway Patrol. The medical plan offers the Open Access III plan to employees, retirees and their eligible dependents. This plan provides access to HealthLink's HMO and PPO network of quality care providers that provide discounted rates, and members have the freedom of choice when choosing their providers. No referrals are necessary and include out-of-network coverage. The plan also provides prescription drug coverage through a very large nationwide network of pharmacies as well as a mail order pharmacy.</p> <p>The Open Access III Plan is a three-tiered plan with the two highest levels of coverage having a \$350/individual deductible and a 90%/10% cost sharing up to a maximum out-of-pocket of \$825. This option also includes \$20 office visit co-payments. The prescription coverage has an additional \$100/individual deductible with a 70%/30% cost sharing. The OAIII Subscriber Only coverage is provided for a minimal fee of \$10/month to active employees. MoDOT is paying the remainder of the premiums for this rate category. In addition, MoDOT pays a portion of the premiums for rate categories that include eligible dependents.</p>

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Life Insurance	Term life insurance coverage equal to the employee's salary (triple indemnity in the event death is a result from performance of duty as an employee) is provided at no cost to department employees and is effective the first day you begin work. Other life insurance, both term and whole life, including dependent coverage, is available for an additional monthly fee. Coverage is effective on the first day of the next calendar month following date of employment.
Dental & Vision	<p>Dental and Vision plans are available to employees statewide through Missouri Consolidated Health Care Plan (MCHCP). These are optional plans that the employee may enroll themselves and any eligible dependents. The premiums for these plans will be payroll deducted and may be redirected through the State Cafeteria Plan.</p> <p>Delta Dental administers the dental plan through MCHCP. With the Delta Dental plan employees have access to the largest network of participating dentists in the state of Missouri. Delta Dental's Premier network includes over 95% - more than 2,500 - of Missouri practicing dentists. With this plan you also have the choice of which dentist you will use; however, if you select a network dentist, there are additional benefits for you and your family. For example, Delta Dental participating dentists file claims for you, accept negotiated fees that save you money, never balance bill you for costs over and above Delta's fees. As a plan member, your preventive care is covered at 100%. Basic and restorative services, such as fillings, are covered at 80%, and major services, such as periodontics, endodontics (root canals) or crowns, are covered at 50%. Your individual annual deductible is \$50, and your maximum annual benefit is \$1,000 per person. There is a one-year waiting period for major services, which is waived for the time spent in a dental plan, which offered coverage for major services during the prior year. In addition the state is contributing \$5.62 per month to every active employee enrolled in this plan.</p> <p>Vision Service Plan (VSP) administers the vision plan through MCHCP. The vision plan offers specific co-payments for services at VSP doctors and gives allowances when you obtain services from non-network doctors. As a plan member using VSP doctors, your routine exams will be covered with only a \$10 co-payment, lenses will be covered for a \$25 co-payment and frames will be allowed once every 24 months with a \$120 retail allowance. Contact lenses are also covered with a \$125 allowance if elective and 100% coverage if they are necessary.</p>
Retirement	<p>The department offers a free retirement plan. It takes five years of creditable service to be vested in the retirement system. The formula for computing a full monthly annuity is:</p> <p>Average monthly salary during the 36 consecutive months when salary was greatest x 1.7% x years and twelfths of years of creditable service. In addition, a temporary benefit is available prior to age 62, if you qualify.</p>
Educational Assistance	The department encourages employees to continue their formal education to further develop their work skills and enhance their ability to compete for promotional opportunities. To accomplish this, the department provides tuition assistance for high school equivalency diplomas, courses at vocational and technical schools, and college courses at the undergraduate or graduate level, including correspondence courses through classroom, interactive television, videotape, computer, and other training sources. Employees must complete the initial six-month probationary period prior to enrollment, not be on written probation for performance problems, and not be on an educational leave without pay.
Experience + Ability = Advancement	Positions in the department are normally filled from within, where possible. This offers more incentive and opportunities for employees seeking advancement. Rate of advancement is determined by the availability of vacancies as well as an employee's education, experience, and job performance.
Deferred Compensation	The department also offers participation in the State of Missouri's optional deferred compensation program. Through deferred compensation, a portion of an employee's monthly salary is deferred into a special account prior to certain state and federal taxes being withheld. This results in a tax saving to the employee as well as a method of saving for retirement. As an incentive for employees to participate in the deferred compensation plan, the state of Missouri contributes \$25 per month to the plan for qualified employees.
Cafeteria Plan	The State of Missouri's cafeteria plan is a formal arrangement by which employees may choose to have a portion of their salary redirected to pay for certain benefits without having to pay social security, state or federal income taxes on the amount. The money will directly pay medical, dental, and vision; as well as, establish a trust fund from which employees can later be reimbursed for medical and child/dependent care expenses.

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Six-Month Probation	Each salaried employee is subject to a six-month probationary employment period during which performance will be reviewed and a determination reached as to whether the individual will be retained.
Hours of Work	The normal workweek consists of five days, 7:30 a.m. to 4:00 p.m., Monday through Friday. The normal workday consists of eight hours, usually beginning at 7:30 a.m.; however, special conditions or the nature of the job may require work on some other schedule. Flextime is available, if approved by the supervisor.
Professional Exams	With prior written approval, employees may be granted paid time off to take a job-related registered professional examination such as the Professional Engineer (PE) or Engineer-in-Training (EIT), Missouri Bar, Certified Public Accountant, Professional Appraisal Designation, Land Surveyor, etc. The department will reimburse employees for study or refresher courses taken in preparation for department required certifications. Reimbursement is made after the employee has successfully passed the appropriate examination.
Professional and Technical Registration Fees and Dues	<p>The department will reimburse employees for their annual renewal fees or dues for: Professional Engineering Registration for Missouri, Real Estate Appraisal, Missouri Bar Association, Registered Land Surveyor, and National Institute for Certification in Engineering Technologies (for jobs requiring NICET certification). The department may reimburse employees for renewals of other selected job-related professional and technical registration fees that are not required in their job specification.</p> <p>The department will reimburse employees for study or refresher courses taken in preparation for department required certifications. A graduate engineer, regardless of current job title, can receive reimbursement for taking the professional engineer refresher course. For jobs other than those requiring professional engineering certification, reimbursement will be paid only for those jobs which require certification on the job specification. The department will not pay for preparation for the Engineer-in-Training (EIT) exam.</p> <p>The department will also reimburse employees for one-half of the membership fee for one job-related organization, not to exceed \$100 per calendar year. These are for organizations that are not a direct requirement of an employee's job, but are related to the employee's field of expertise.</p>
Employee Assistance Program	The department, through the Employee Assistance Program (EAP), provides advice and counseling on a variety of personal and emotional issues at no cost to the employee, subject to program provisions.
Disability Benefits	The department provides disability benefits to employees if they become disabled. Employees could receive 60% of their pre-disability salary for long-term disability and 70% of their pre-disability salary for work-related disability for a qualifying medical condition. Disability coverage is provided to departmental employees at no cost.